

13 MAY 1969

MEMORANDUM FOR: Director of Planning, Programming and
Budgeting

SUBJECT : National Civil Service League Career Service
Award - Colonel L. K. White

1. I want to request your assistance in publicizing and encouraging attendance at the dinner dance honoring Colonel White on 13 June 1969.
2. The National Civil Service League (NCSL) has urged each representative Agency to establish 150 as a minimum attendance goal. This goal, I believe, is completely realistic and as you know is heartily endorsed by the Director. Office quotas are certainly not being established and it is my firm belief that discussions at your staff meetings will give us the support needed.
3. The following basic facts are provided for your information.
 - a. A dinner dance honoring the winners of the NCSL Career Service Awards will take place at 7:30 p.m. Friday, 13 June 1969, at the Washington Hilton Hotel.
 - b. The dinner dance will be preceded by a reception and cash bar at 6:30 p.m.
 - c. The cost for government employees is \$15.00 per ticket and the same for family members of government employees. Non-government persons will be charged \$25.00 per ticket.
 - d. Reservations may be made for individual seating as well as tables for ten.
 - e. Dress for the occasion is semi-formal. (Business suits)

STATINTL 4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for your component with Mr. [REDACTED], Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 16 May 1969 at which time [REDACTED] will discuss with him the various procedures to be followed. STATINTL

5. I am certain I can count on your support to ensure Colonel White is honored in a manner he justly deserves.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel